



Reference Guide #10

How To Use ALERTS

An ALERT is a message that gets sent to your email address notifying you that new material has been added to the journal database collection. Depending on the database, alerts can notify you of new journal articles specific to a chosen topic, new journal issues in general, or headline news releases. Alerts are set up individually within a particular database. They are easy to activate and require your email address.

PART I: SUBJECT SPECIFIC ALERTS

The following six databases offer alerts on a **specified topic based on the search terms you provide**. These databases will send you email alerts that include citations (and, in some cases, full-text links) to new articles on your subject. The method for setting up alerts varies with the database.

A. PROQUEST

- Enter a search term(s) either in Basic Search or Advanced Search. Click **Search**.
- From the Results page, Click **Set up Alert**. A new page will open up. Select the parameters for your alert. Fill in your email address. Click **Save**.
- You will automatically receive a message sent to your email account notifying you that your alert has been created. Depending upon how frequently you've requested notices, ProQuest will send you an email message with citations and active links to any new articles that have been added to its database during that time period. ProQuest will also send you an email message when the time allotment on your alert is about to expire and will give you options to renew or cancel the alert. You can cancel the alert at any time by clicking on "Delete this alert" provided in the email message.

B. EBSCO MILITARY & GOVERNMENT COLLECTION

- Enter a search term(s) in **Advanced Search**. Click **Search**.
- At the top of the results box, click on [Sign In to My EBSCOhost](#).
- You first need to set up an account before alerts can be activated. Click [I'm A New User](#), fill in the information requested. Click **SAVE** and return to your search results.
- Click the blue tab **"Search History/Alerts."** Click **"Save Searches/Alerts."** Enter a name and description for the alert. Scroll down to "Save Search as..." and select "Alert". Click **SAVE**. Another window opens up. Select your alert preferences (frequency, publication date, duration), enter your email address, click **SAVE**. You will receive an email message notifying you that an alert was created. Depending upon the frequency you have requested, email notices will be sent to you listing new articles that have been added to the database during that time period. You can cancel the alert at any time by logging into your account and canceling the search alert.

C. PROQUEST REFERENCE ASIA

- Enter search term(s) in the Keyword box. Click **Search**.
- Next, click **Save this Search**, located on the left sidebar. Another screen will open; enter a name for your Saved Search in the box provided. Click **Save**.
- In order to activate an alert, you need to set up an account. If you do not have an account, create one using the **register** link. Log into your account with the user name and password you have created. A screen will open with your saved searches. To set up an email alert, click **Add to email alert** located to the right of your saved search. On a **weekly** basis you will receive an email listing new additions to the database fitting your search criteria. A link is available from Saved Searches to delete email alerts.

D. EUROPEAN SOURCES ONLINE

- Enter search term(s) in the search box. Click **GO!** From the results list, check the box of records you would like to add to your archive. Click **Save Search**. Enter a name for your saved search when prompted. Click **Save**. Log into My Archive by entering your username and password; click **Login**. If you do not have an account, under the heading New User, select **Create a profile**, and submit the required information. You also have options to receive email alerts in a number of general subject areas.

- From My Archive, go to **View Saved Searches**. Click **Add to email alert**, located to the right of each saved search, to receive **weekly** emails of recent additions to the database on your specific topic.

E. AMERICA: HISTORY & LIFE

- From the search page, click [**CLIO Alert Profile**].

- Follow the detailed instructions to set up a new alert. You will need to enter a username, password, and email address. In the CLIO Alert Profile Editor, check the databases you want included in the alert and subject terms. You can set up more than one alert. Click "Save Profile" to activate your alert. Alerts are sent out **once a month, at the end of the month**. Alerts in these databases do **not** contain links to the article. To stop receiving alerts, use your password to enter your profile. Instead of clicking "Save Profile," click "Delete Profile."

F. HISTORICAL ABSTRACTS

- Follow the same procedures as listed in E. above (America: History & Life).

PART II: GENERAL NEW CONTENT ALERT

The following two databases can be set up to send an alert to you when new material in **general** (NOT SUBJECT SPECIFIC material) is added to the database collection.

COLUMBIA INTERNATIONAL AFFAIRS ONLINE – CIAO provides monthly email alerts listing new material that has been added to the database collection. This includes working papers, policy briefs, journals, books, and case studies. To receive alerts, click the "**what's new @ ciao**" link found on the CIAO homepage and fill out your name and email address information.

JANE'S ONLINE – Jane's provides email alerts for more than a dozen magazines and bulletins that are published either weekly or daily. To access the alert service, click "**My Account**" from the Jane's Online homepage. Click the tab "**My Email Alerts**," then "**Enroll to Gain Access to Jane's Email Alerts**." Fill in the required information. On the "My Email Alerts" page, select those titles that interest you. You will receive an email alert whenever a new issue of the magazine becomes available at **Jane's Online**.

PART III: NEWS ALERTS

The following three databases will send newsletters to your email address.

STRATFOR (Strategic Forecasting) offers to send the **Intelligence Brief Newsletter** to your email. To sign-up, click "**E-mail Services**" located on the left sidebar of the homepage. Fill in the necessary information.

INSIDE DEFENSE offers a free twice weekly newsletter sent to your email called **The Insider**. To sign-up, click on the **subscriber link** on the left sidebar, and fill in the information requested.

GDI (GLOBAL DEFENSE INFORMATION) Go to Advanced Search, enter search terms, click **Search**. Click **Daily News Alerts** in the upper right corner. Fill in the form with your information. GDI will send emails of news on your search topic. These will be short news events, not full research articles.

Please see a Reference Librarian for further assistance.